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29 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 29 May 1953

1. General

a. Department of Defense Support - (continued item)

25X1A1d



b. 1953 Fund Requirements List ("Shopping List") - (continued item)

Intensive work has continued on this matter on the part of the Acting Chief of Logistics, C&R Staff personnel, and the Chief, Special Staff, LO, with meetings having been held with DD/P and Commo personnel, in an effort to arrive at an acceptable figure for the list. Much consideration was given to the requirements sought under PM Planning Guide for Guerrilla Warfare and considerable quantities of such "requirements" were eliminated from the list as a result of meetings. The list was presented to the DD/P-Admin. on 26 May in the amount of a little less than [REDACTED]

c. Central Processing - Personnel Movement Branches - (continued item)

Further meetings have been held with Transportation Division and O&M personnel in an attempt to prepare a final presentation for the ADD/A on the position of LO with respect to the delineation of functions of the Central Processing and Personnel Movement Branches, detailing the LO interpretation of ADD/A's directive and its impact on Transportation Division in future operations.

2. Projects and Studies in Process

a. World Base Planning - (continued item)

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[REDACTED] - A meeting was held with LO personnel and Mr. [REDACTED] of General Counsel's office to discuss ways and means for expediting [REDACTED] contract. It was later determined by Mr. [REDACTED] that clearance of this project by [REDACTED]

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the Secretary of Defense and the Senate Armed Services Committee is not required
[redacted]

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b. Material Reference Manual - (continued item)

The Foreward, Index, and Glossary for this publication have been reproduced. This, with pages of description for 50 line items and the ammunition section, will comprise the first portion of the manual. Distribution to divisions and staffs of the DD/P will be effected during the coming week. Additional pages for other items will be distributed as produced.

c. Master IBM and Requirements Deck - (new item)

Preliminary working decks of IBM cards covering approximately 1,500 items are being prepared for this office and DD/P logistics personnel use to establish firm nomenclature and FIIN numbers for stock control, requirements forecasting, and procurement action. This project is scheduled for completion on 15 June 1953.

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d. Training Material for [redacted] - (continued item)

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The [redacted] is receiving quantities of material at [redacted] to meet [redacted] training requirements. The material will be air-shipped from [redacted], as soon as air-lift can be arranged.

25X1A

e. Arms and Ammo for Project [redacted] - (continued item)

25X1A2d2

A priority of 1-A was obtained from Department of Defense to support activities of this project. This high priority was required to obtain certain critical items.

3. Staff Items of Interest

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a. NEA [redacted] Requisition - (continued item)

This requisition has been reviewed and forwarded to the Supply Division for necessary action. About \$300,000 of the material can be issued from stocks without replacement. The other portion will be procured through use of [redacted] funds.

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b. Ammunition at [redacted] - (continued item)

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The [redacted] Station has been requested to furnish headquarters a list of items being returned for processing.

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c. Logistics Review of Operational Plans - (new item)

A meeting was called by the DD/P-Admin. for operating division logistics personnel and representatives of this office. Instructions were issued that all operational plans will be reviewed by the LO for feasibility before submission for final DD/P-Admin. action.

d. R & D Demonstration (SE Division) - (new item)

Action has been taken to obtain certain R&D items from [REDACTED] for a demonstration to be held at [REDACTED] by SE Division. New requirements for some of these items may result from this demonstration.

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4. Administration

a. Agency Regulations - (continued item)

Fifteen proposed Agency regulations were submitted by the Divisions during this week for internal review. A total of 27 regulations originated by this office are being coordinated internally.

b. Career Service Board - (continued item)

A roster has been submitted to CIA Career Service Board delineating career planning responsibilities for employees on the LO T/O.

c. Training Budget Requirements - (continued item)

Training requirements for FY-54 and FY-55 were submitted by the Divisions for inclusion in LO training requirements. This information is being submitted to the Office of Training for inclusion in their budget.

d. Identification of Logistics Positions - (continued item)

Rosters of logistics positions in other Agency offices, divisions, and staffs should be received on or about 15 June. These rosters will indicate all logistics employees located in other parts of the Agency.

5. Transportation Division

Distribution of Vendor's Shipping Documents - (new item)

A meeting was held with representatives of DD/P, O&M, and this division to prepare proper procedures for the distribution of green and pink VSD's. Another item discussed was the preparation of cables and dispatches to notify field stations of estimated times of arrival (ETA) of outgoing shipments. It was proposed that all VSD's will be prepared and distributed by Supply Division, LO, with Transportation Division receiving copies. It was further agreed that the Transportation

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Division will prepare ETA cables or dispatches for forwarding through the division controlling the consignee. The Transportation Division will be responsible for reducing the number of cables to the minimum and will initiate cable action only when the time element is such that dispatches will not suffice.

6. Supply Division

a. Headquarters Warehousing - (continued item)

25X1A6a The [redacted] Depot building was officially turned over to the Agency on Saturday, 23 May 1953. Guards were posted and security surveillance initiated. Files and office furniture were moved over the week-end in preparation for the opening of the depot on Monday, 25 May. [redacted] is receiving first priority for movement of supplies to [redacted] 25X1A6a

25X1A6a b. [redacted] - (continued item)

The driveway and the loading platform have been completed. A guard building has been installed at the main gate.

c. Supply Economy Program - (continued item)

The first tangible results of this program are now being realized. Employees in Q and M Buildings are turning in excess office supplies in great quantities. Three truckloads of excess office equipment have been returned to the warehouse by the Building Supply Officer for Q and M. Supply economy posters are expected to be available for posting on or about 10 June.

d. Materials Handling Exposition - (new item)

A member of this Division attended subject exposition in Philadelphia on 22 May. Highlights of the exposition were demonstrations and explanations concerning improvements in railroad freight car designs to minimize damage to goods in transit and displays of improved materials handling equipment.

7. Procurement Division

a. Pool of Cleared Sources for Procurement - (new item)

The need exists for a substantial number of cleared sources for contractual use beyond those companies with which we now do business. A plan was initiated to survey contractors of the types required, but not now being used, who may be acceptable for our use.

25X1A6a b. Change in Shipping Instructions Caused by Closing of [redacted] Warehouses - (new item)

25X1A6a The closing of [redacted] Warehouses requires that suppliers for outstanding orders, both military and civilian, be immediately notified as to destination change. Approximately 1500 orders were reviewed for applicability. 25X1A6a All suppliers of material destined for [redacted] have been notified of the change.

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Over one-half of the suppliers of material destined for [REDACTED] have been notified of the change, and the rest will be notified during the next week.

c. Printing Equipment - (new item)

A requisition was received from SE Division for a printing press and allied equipment for shipment to the field. Approval was obtained from the DD/A for this procurement, and purchase was initiated through GSA.

d. Contract Documents

(1) Executed 19 - Total \$147,767

The principal contracts were:

Contractor	Commodity and Quantity	Dollar Value
[REDACTED]	Muslin Bags	\$23,320
[REDACTED]	Change in salary rate	8,800
[REDACTED]	Repair of safes - extension	12,000
[REDACTED]	Bin units and bin dividers	4,587
[REDACTED]	6 ea. Polygraph Machine Supplies	11,005
[REDACTED]	Continuation of Phase I	32,900
[REDACTED]	Study of specific fuel igniter materials	15,998
[REDACTED]	Deval. of contaminants for storage batteries	20,140
[REDACTED]	Maps and indices for 1954	5,680
[REDACTED]	10 line items of monitoring booth boxes, etc; 31 line items of boxes, etc.	6,913

(2) Requisitions - by Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought fwd.	12	24	175	259	470
Received	21	27	11	188	247
Completed	24	30	19	177	250
Pending	9	21	167 117	270	467

(3) Purchase Orders issued 192 - Total \$84,546.60

8. Real Estate and Construction Division

a. Projects

25X1A6a (1) [REDACTED] (Comp) - (continued item) - Construction continuing. Approximately 43% completed.

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(2) [REDACTED] - (continued item) - Contract with low bidder being prepared for signature. Bids for antennas and power installation scheduled for opening on 11 June 1953.

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(3) [REDACTED] - Commo Laboratory - (continued item) - A review was prepared of the estimate submitted by Commo for PRC action on the proposed lab at this site. A meeting was held with the architect-engineer representative at [REDACTED] to discuss requirements and architectural data. A formal architect-engineer contract was forwarded [REDACTED] for execution. Verbal notification has been received that the project has been approved and funds are now available. The following tentative schedule has been set: 19 May - 19 June for preparation of plans and specifications; 10 - 24 June for bidding period; and 25 - 30 June for review of bids and contract award (FY-53 funds).

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(4) Project [REDACTED] (Training) - (continued item) - A representative of this division returned from the project site on 27 May. It appears that he has obtained detailed and complete information for Training to decide which of the two proposed sites they shall use. A formal report will be submitted to Training before the end of the week.

b. Other Items of Interest

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(1) Extension of [REDACTED] - (continued item) - PRC approval of this project was received. The necessary agreements with [REDACTED] will be immediately negotiated.

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(2) Extension of [REDACTED] Warehouse Lease - (continued item) - A meeting has not yet been held with lessor due to illness in his family. It is believed that this meeting can be accomplished during the next week.

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(3) Utilization of Space in [REDACTED] - (new item) - A letter was mailed to USA releasing approximately 430 square feet of the space now utilized by this office.

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(4) Improvements to [REDACTED] - (new item) - The proposed improvements will cost approximately \$1,000. The matter is being reviewed for feasibility. The field has been requested to furnish additional details.

SIGNED

[REDACTED] 1A9a
Acting Chief of Logistics

LO/SS/JCB:cc (29 May 1953)

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